

New Industrialisation and Technology Training Programme (NITTP)**新型工業化及科技培訓計劃(計劃)****Confirmation of Training Completion and Payment****完成培訓及付費確認通知書****(Public Course and Tailor-made Course)****(公開課程及專門設計課程)****(to be completed by Course Provider)****(供培訓機構填寫)**

☐ I acknowledge that I have read and understood the Personal Information Collection Statement ("PICS") and VTC's Privacy Policy Statement (<https://www.vtc.edu.hk/en/home/privacy.html>).
 本人確認已閱讀並明白《收集個人資料聲明》(「聲明」)及職業訓練局的《私隱政策聲明》(<https://www.vtc.edu.hk/home/tc/privacy.html>)。

Types of Courses (please tick in appropriate box):**課程類別 (請選取適當的方格)**☐

Public Course

公開課程

☐

Tailor-made Course

專門設計的課程

This is to confirm that:

(1) the following _____ trainee(s) have satisfactorily completed ¹ the training course

[Course Code: _____]

(course title)

in the period _____:

茲證明：

下列_____名受訓學員已於_____期間符合要求地完成¹培訓課程

[課程編號：_____]

(課程名稱)

Name of Trainee(s) (Full Name) 學員姓名 (全名)	Course Fee Paid* (HK\$) 已付課程費用* (港幣\$)	Reasons for Lower Course Fee Paid# 課程費用減少 原因#	Name of Trainee(s) (Full Name) 學員姓名 (全名)	Course Fee Paid* (HK\$) 已付課程費用* (港幣\$)	Reasons for Lower Course Fee Paid# 課程費用減少 原因#
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		

¹ Refers to the attendance of each trainee of no less than 70% of the training hours for the course (or such higher attendance requirement as prescribed for the course).

指每名學員的出席率不少於培訓時數的七成 (或符合課程規定更高的出席率要求)。

<u>Name of Trainee(s)</u> (Full Name) 學員姓名 (全名)	<u>Course Fee Paid*</u> (HK\$) 已付課程費用* (港幣\$)	<u>Reasons for Lower Course Fee Paid#</u> 課程費用減少 原因#	<u>Name of Trainee(s)</u> (Full Name) 學員姓名 (全名)	<u>Course Fee Paid*</u> (HK\$) 已付課程費用* (港幣\$)	<u>Reasons for Lower Course Fee Paid#</u> 課程費用減少 原因#
11.			16.		
12.			17.		
13.			18.		
14.			19.		
15.			20.		

* The course fee paid should be the same as the course fee mentioned in the course application. Other fees including but not limited to special accommodation and/or ticket arrangement or other administrative handling charges, etc. should not be included.

* 已付課程費用的金額必須與課程申請表內提及的金額完全相同，其他費用如特別住宿及/或旅費安排或其他行政費用等，不應包括在內。

For example, early bird discount / member discount etc.

例如早鳥優惠 / 會員折扣等。

(2) The following trainee(s) have not completed the training course:

下列學員未能完成培訓課程

Name of Trainee(s) (Full Name)

學員姓名(全名)

Name of Trainee(s) (Full Name)

學員姓名(全名)

i. _____ ii. _____

(3) _____, has already paid the fee of HK\$ _____ for the trainees in (1)
(name of company)

and (2) above for the above-named training course.

_____ 已為上述(1)及(2)的學員參與上述培訓課程付費，
(公司名稱)

港幣\$ _____。

Course Provider: _____
培訓機構名稱

School Registration No.: _____
學校註冊編號

Name of the Authorised Person
(in Block Letters)
獲授權人姓名
(請以正楷填寫)

Authorised Signature
授權簽署

Position
職位

Date
日期

Company Chop
公司蓋印

Personal Information Collection Statement

收集個人資料聲明

Vocational Training Council (“VTC”, “we” or “us”) respects your personal data privacy and is committed to complying with the Personal Data (Privacy) Ordinance (Cap. 486) (“PD(P)O”) and the Data Protection Principles.

職業訓練局（「VTC」）尊重閣下的個人資料私隱，並承諾遵守《個人資料（私隱）條例》（第486章）（「《私隱條例》」）及保障資料原則。

This Personal Information Collection Statement (“PICS”) explains how the VTC collects, uses, processes, and transfers your personal data. “Personal data” refers to information relating to a living individual that identifies them (directly or indirectly) and is practicable to access or process. Please read this PICS in conjunction with VTC Privacy Policy Statement (<https://www.vtc.edu.hk/en/home/privacy.html>).

本《收集個人資料聲明》（「聲明」）說明 VTC 如何收集、使用、處理及轉移閣下的個人資料。「個人資料」是指與在世人士有關及可確定個人身份的資料，亦必須以可供查閱及處理的方式記錄下來。請將本聲明與 VTC 的《私隱政策聲明》(<https://www.vtc.edu.hk/home/tc/privacy.html>) 一併閱讀。

1. Purpose of Collection and Use

收集及使用目的

We may collect personal data such as name and position of the authorised person of the course provider, name of the trainee(s), and other information relevant to the purpose of collection.

VTC 可能會收集閣下的個人資料，例如培訓機構獲授權人姓名及職位、受訓學員姓名，以及與收集目的相關的任何資訊。

Your personal data is collected for the following purposes and any directly related purposes:

收集閣下的個人資料乃作以下用途及任何直接相關的用途：

- (a) processing, vetting and assessing training grant claims under the NITTP; and related purposes; 處理、審核及評估一切有關計劃下的申領培訓資助的申請；及相關用途；
- (b) conducting research and survey, and compiling statistical analysis relating to the NITTP; 進行與此計劃相關的研究調查及編製統計分析；
- (c) monitoring the delivery of the training, and assessing reimbursement claims of relevant training grant; 用於監察培訓及審核發放資助用途；
- (d) checking for duplicate applications under other local public funding schemes that cover the expenses of the approved training; 查核已批的培訓資助是否涉及在其他本地資助計劃下重覆申請資助；
- (e) administrative and record-keeping purposes, including storage of information in the NITTP Online System; and 行政及備存記錄用途，包括於此計劃的網上系統中的資料儲存；及
- (f) compliance with the obligations set out in the “NITTP Guidance Notes for Public Course and Tailor-made Course Applications”, legal and regulatory requirements and/or performing their functions. 符合計劃《公開課程及專門設計課程申請指南》中規定的義務、法例規定及監管要求，及/或履行其職責。

Unless otherwise indicated, provision of the requested personal data is obligatory. Failure to provide the requested personal data may result in VTC not being able to process the relevant training grant and/or reimbursement applications, handle your requests or provide the relevant services.

除非另有說明，閣下必須向 VTC 提供所需的個人資料。若閣下未能提供全部所需的個人資料，可能導致 VTC 無法辦理相關培訓資助及/或其資助發放申請、處理閣下的要求，或提供相關服務。

2. Accuracy and Retention of Personal Data

個人資料的準確性及保留

VTC has certain procedures in place to maintain personal data at a reasonable level of accuracy, completeness and relevancy for the purpose for which the personal data is to be used. VTC aims to keep your data accurate and up-to-date. However, we rely on you to disclose all material information to us and to inform us of any errors or changes in such information.

VTC 採取適當措施，將所持有個人資料的準確性、完整性及關連性保持在合理水平，以符合個人資料收集用途。VTC 致力將閣下的資料保持準確及最新，惟仍有賴閣下向我們披露所有重要資料和通知我們有關該些資料的任何錯誤或變更。

VTC will retain your personal data for so long as is necessary to enable it to fulfil the original purpose (or a directly related purpose) of collection, or any other purpose to which you have consented. Personal data which is no longer required will be destroyed, unless their continued retention is required to satisfy legal, regulatory or accounting requirements or to protect the VTC's interest.

VTC 會在貫徹資料被收集的目的（或直接相關目的）或任何其他已獲得你同意的目的所需的時間內保留閣下的個人資料。不再需要的個人資料將被銷毀，除非其持續保留是為了滿足法律、監管或會計要求，或為了保護 VTC 的權益。

3. Data Transfer & Disclosure

資料轉移及披露

VTC undertakes to keep your personal data confidential. Any third party to whom your personal data is disclosed and/or transferred is under an obligation to keep it confidential and to only use it for the purposes described in (1).

VTC 會保密閣下的個人資料。任何獲 VTC 披露及/或轉移閣下的個人資料的第三方均有責任將閣下的個人資料保密，並只作以上第一節所述目的允許的用途。

VTC may disclose or transfer your personal data, without further reference to the course provider, whenever it considers appropriate, to service providers and contractors performing activities on VTC's behalf, to other government bureaux/departments or regulatory bodies or third parties; and any other parties as required or authorised by law for the purposes of collection and use. In submitting the application form, the course provider irrevocably and unconditionally authorises to make and consent to making any of the aforesaid disclosures.

VTC 可能會在其認為適當時，以及在無須進一步知會培訓機構的情況下，將閣下的個人資料披露或轉移予代表 VTC 提供服務的供應商及承辦商；其他政府決策局/部門、監管機構或第三方；及法律要求或授權的任何其他人士以作收集及使用目的的用途。培訓機構提交申請表，即被視為其不可撤銷及無條件地授權並同意作出上述任何披露。

4. Protection Measures

保障措施

VTC takes appropriate steps to protect your personal data from unauthorised access, use, loss, alteration or disclosure. Access to your personal data is strictly limited to authorised personnel only.

VTC 採取適當步驟保障所持的閣下個人資料，以免遭受未經授權的查閱、使用、遺失、更改或披露。只有獲授權的人士方可查閱及處理閣下的個人資料。

5. Access and Correction of Your Personal Data

查閱及改正資料

In accordance with the PD(P)O, you have the right:

根據個人資料（私隱）條例，閣下有權：

(a) to check whether VTC holds his/her personal data;

查核 VTC 是否持有他的個人資料；

(b) to request a copy of such data; and

要求索取該等資料的副本；及

(c) to require VTC to correct any of the personal data which is inaccurate.

要求 VTC 改正任何不準確的個人資料。

If you would like to make a data access request, please complete the Data Access Request Form (OPS003) and send it by mail or email to:

如閣下欲提出查閱資料要求，請填妥「查閱資料要求表格」（OPS003），並郵寄或電郵至：

Data Privacy Officer
Vocational Training Council
13/F., VTC Tower, 27 Wood Road,
Wan Chai
Hong Kong
E-mail: vtcprivacy@vtc.edu.hk

資料私隱主任
職業訓練局
香港灣仔活道 27 號
職業訓練局大樓 13 樓
電郵：vtcprivacy@vtc.edu.hk

We will take reasonable steps to verify your identity before granting access or making corrections to your personal data to protect your privacy and identity. VTC reserves the right to charge a fee for the processing of data access request in accordance with the PD(P)O.

為保障閣下的私隱及身分，VTC 會以合理的步驟核實身分，以便處理查閱或改正個人資料的要求。VTC 根據《私隱條例》保留權利就處理查閱資料要求收取費用。

6. Governing Language & Jurisdiction

管轄語言及司法管轄區

The English version of this PICS shall prevail in case of discrepancy. Any claims shall be governed by the laws of the Hong Kong Special Administrative Region.

本聲明的英文版本與中文版本如有歧義，須以英文版本為準。任何申索均受香港特別行政區法律管轄。